

Habilitation Transfer from the Department of Rehabilitation to the Department of Developmental Services Frequently Asked Questions (FAQs)

Habilitation Billing

▪ Will the billing procedures change?

- Yes. This will be covered in training. Regional centers provide a turn-around invoice document to the vendor specifying the number of hours of service a consumer is authorized to receive or the maximum contract amount of hours.
 - For SEP Group Placements regularly submit to the billing regional center a completed Supported Employment Group Tracking Form (DS 1964), no later than the 15th day of the following month (or as instructed by the regional center) attached to the turn-around document. The tracking form should be submitted on a pre-formatted excel spreadsheet (or manually if necessary which will likely impact the time of payment). This spreadsheet allocates the number of job coach hours to each consumer in the group. The job coach rate is set in statute, \$27.62/hour. A detailed description of the job coach billing process was provided during the DDS training.
 - For SEP Individual Placement submit the turnaround invoice provided by the regional center with the appropriate attendance documentation. This is billed hourly at the rate of \$27.62.

▪ How will billing by job coach hours be done after July?

- Regional centers provide a turn-around invoice document to the vendor specifying the number of hours of service a consumer is authorized to receive or the maximum contract amount of hours.
 - For SEP Group Placements regularly submit to the billing regional center a completed Supported Employment Group Tracking Form (DS 1964), no later than the 15th day of the following month (or as instructed by the regional center) attached to the turn-around document. The tracking form should be submitted on a pre-formatted excel spreadsheet (or manually if necessary which will likely impact the time of payment). This spreadsheet allocates the number of job coach hours to each consumer in the group. The job coach rate is set in statute, \$27.62/hour. A detailed description of the job coach billing process was provided during the DDS training.
 - For SEP Individual Placement submit the turnaround invoice provided by the regional center with the appropriate attendance documentation. This is billed hourly at the rate of \$27.62.

- **Will invoices go to the consumer's regional center or Sacramento?**
 - Regional centers will send each Habilitation vendor a monthly turnaround invoice that will be used to bill the regional center for services provided. Vendors must maintain adequate documentation to support the job coaching billed to the regional center as specified in Section 58831(a).

- **The service providers were not able to find a "Grand Total" cell on the Excel spreadsheet billing forms. Is there one? Usually, Excel does this.**
 - The total is on the summary worksheet. It subtotals by funding source, in case multiple regional centers or DOR need to be invoiced and it has a grand total. If you are unable to see all the tabs across the bottom of the workbook, maximize the window and they should be available.

- **How many hours will a consumer have to attend a program in order to bill a full day?**
 - The number of hours required to bill for a full day has not changed in transferring habilitation services from the Department of Rehabilitation to the Department of Developmental Services.
 - A Work Activity Program may bill for a full day of service when the Work Activity Program has written documentation that the consumer has received allowable Work Activity Program services as specified in Section 4851(h) of the Welfare and Institutions Code. (Full day of service" means, for purposes of billing, a day in which the consumer attends a minimum of the declared and approved work activity program day, less 30 minutes, excluding the lunch period.)

- **What will be the minimum hours of participation to bill half day?**
 - Any day in which the consumer's attendance does not meet the criteria for billing for a full day of service as defined in Welfare and Institutions Code Section 4851, subdivision (g), and the consumer attends the work activity program not less than two hours, and excluding the lunch period.

- **Will current Habilitations forms be used for billing, or will the Department of Developmental Services revise and/or develop new billing forms?**
 - New forms will be developed according to the new California Developmental Disabilities Information System procedures.
 - The new forms are posted on the DDS website <http://www.dds.ca.gov/>.

- **The billing forms that the regional centers received at the training are not the same as those on the website. There is an additional column on the one from the training. Is this the correct form? If so, are you going to update the billing instructions to address this column?**
 - Yes, in fact DDS is still revising the billing form (DS 1964) and will update the instructions when DDS posts the next draft.

- **SVS has 2 groups with ELARC. The 2 groups in question work graveyard shifts i.e. start time 9:30pm stop time 3:00am next day (start 21.50 stop 3.00). When entering the stop and start times we would need to enter the data on 2 separate days which is difficult to input. To solve the problem we've been entering the data start 21.50 stop 27.00.**
 - DDS has modified the data entry form based on input from the stakeholder organizations to have the start and stop times be entered in an AM/PM format instead of the 24 hour clock. DDS has also added a spreadsheet, which can be used for all the groups in which consumers begin and end at the same time. If these 2 groups have all the consumers start and stop at the same time the regional centers will only need to enter the total hours for each day.